

<b>Job Title:</b>	<b>Associate Professor</b>
<b>Job Purpose</b>	
To develop, enable and deliver research and practice informed teaching activities. The post holder will manage and expand income-generating activity, academic area leadership and management of the design and development of curricula and make a significant contribution to the leadership, management and development of teaching and learning strategies academic standards and leading edge practice.	
<b>Main activities and responsibilities</b>	
<p><b>Student learning experience</b></p> <ol style="list-style-type: none"> <li>1. Oversee the design and development of the overall curriculum.</li> <li>2. Design, develop and deliver a range of programmes of study at various levels.</li> <li>3. Lead the development and clarification of academic standards and quality for the subject area.</li> <li>4. Working with the Associate Dean, lead the development and implementation of the student learning experience strategy.</li> <li>5. Make a significant contribution to the development of academic policies across the University.</li> <li>6. Ensure that academic policy and practice is inclusive and accessible.</li> <li>7. Develop, promote and evaluate the use of innovative assessment methods.</li> </ol> <p><b>Research, enterprise and scholarship</b></p> <ol style="list-style-type: none"> <li>8. Support the development and implementation of the research and enterprise strategy.</li> <li>9. Lead and coordinate research activity in the subject area.</li> <li>10. Manage research and other collaborative partnerships with other educational institutions or other external bodies, influencing leading edge practice.</li> <li>11. Lead bids for research, consultancy and other additional funds.</li> <li>12. Lead knowledge generation, knowledge exchange and knowledge transfer activities.</li> <li>13. Write publications of an internationally recognised standard or disseminate research findings using media appropriate to the discipline.</li> <li>14. Conduct research and disseminate best practice within the University and externally.</li> </ol> <p><b>Managing people and resources</b></p> <ol style="list-style-type: none"> <li>15. Act as line manager for matters relating to the employment of staff and ensure work is allocated fairly, according to skills and capacity.</li> <li>16. Carry out the role of an academic lead, i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University's success through engagement with University strategies ensuring decisions are taken forward effectively by all staff they lead, enabling, supporting and celebrating individual achievement.</li> <li>17. Take overall responsibility for the organising and deployment of resources within own areas of responsibility.</li> <li>18. Undertake regular appraisal reviews of staff as appropriate, ensuring clear performance expectations and supporting personal development plans are agreed, as well as encouraging the continuous professional development of staff within area of responsibility.</li> </ol> <p><b>Pastoral care</b></p> <ol style="list-style-type: none"> <li>19. Undertake personal tutoring.</li> </ol>	

20. Provide support to students by using listening, interpersonal and pastoral care skills to deal with sensitive issues.
21. Appreciating the needs of individual students and their circumstances ensuring that these are addressed and accommodated appropriately and students are aware of how to access University support.
22. Taking responsibility for dealing with referred issues for students within own programmes and providing support for colleagues dealing with student matters, referring them to sources of further help if required.

#### **Liaison and networking**

23. Lead and develop internal and external networks to foster collaboration and share information and ideas to promote the subject and the University.
24. Participate in relevant internal and external networks Promote and market the work of the University in the subject area both nationally and internationally.
25. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance, external decision making bodies, research councils, groups, subject associations and in industry, influencing leading edge practice.

#### **Academic administration**

Contribute to the efficient management and administration of the Faculty, the University and the wider academic community by:

26. Performing such administrative duties throughout the Faculty and university as are recognised by the University as within the remit of academic staff.

#### **Additional Key Requirements:**

##### **Communication**

Be routinely involved in complex and important negotiations internally and with external bodies, particularly in relation to research, research funding and consultancy.

##### **Teamwork**

Develop and communicate a clear vision of the School / Faculty's strategic direction.  
Ensure the enactment on University strategic plans.  
Promote a collegiate approach and develop team spirit and team coherence.  
Foster inter-disciplinary team working.

##### **Initiative, problem solving and decision making**

Determine the allocation of resources within own area of responsibility.  
Be party to strategic decisions through participation in University Committees etc.  
Lead the development of new and creative approaches in responding to research challenges.  
Lead the development of new and creative approaches in responding to student learning experience challenges  
Initiate new and original solutions to problems.  
Provide advice to external bodies.

##### **Work Environment**

Exercise overall responsibility for health and safety in own areas of responsibility.  
Ensure that appropriate risk management processes are operational.

#### **Person Specification**

- A higher professional qualification, normally a doctoral degree

- Proven academic leadership
- Recognised achievement in scholarship, research and leading edge practice at a national (and preferably international) level
- Evidence of a leadership and development role in high quality teaching at undergraduate and postgraduate level
- Evidence of high quality, internationally recognised publications or other relevant outputs in research or leading edge practice.
- Evidence of a positive contribution to the administration and general life and work of an academic institution.
- Excellent written and verbal communication skills
- Strategic thinker
- Able to communicate complex and conceptual ideas to a range of groups
- Able to use a variety of delivery techniques to enthuse and engage students
- Demonstrable commitment to improving student experience.

Experience of successfully:

- Developing teaching curriculum and managing quality enhancement in a HE environment.
- Managing and leading others and managing resources effectively.
- Setting clear performance expectations for self and others and achieving measurable, evidenced, outcomes.
- Leading high quality collaborative research projects.

Other attributes:

- In depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
- Thorough understanding of University management systems and the wider higher education environment, including equal opportunities and inclusivity issues.
- Strong record in attracting research and/ or scholarship funding or other income generation.
- An active and supportive approach to interdisciplinary and multi-disciplinary research that will help foster interactions within the University and externally.
- Able to demonstrate independent and self-managing working styles.

Professional Status:

Senior Fellow status, and ready to upgrade to Principal Fellow status under the Higher Education Academy's Professional Standards Framework.

**Special requirements**

Able to undertake duties at different premises including any University campus as required. Expected to work outside of normal office hours as required. All academic staff are expected to engage in activities associated with promotion, marketing and public outreach of the subject area.

**Expectations of all staff**

**Professional standards**

All staff employed by Birmingham City University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity. In addition, Associate Professors are expected to be an active ambassador for the University and proactively identify ways to enhance the University's collective reputation.

### **Equal Opportunities**

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities. This commitment is enshrined in the Equality Statement and core values.

### **Dignity at work**

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

### **Health and safety**

The arrangements for meeting the University's health and safety objectives are contained in the Birmingham City University Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University.

All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

### **Dress code**

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

### **Citizenship**

All staff are expected to adhere to good citizenship, being generous with help and support to others, collaborating with colleagues and working for the benefit of the University as a whole. In particular working to provide a positive student experience and achieving excellence in all the University's activities.

This job description indicates the expectations of staff at this level. The University recognises that you will not be expected to undertake the full range of responsibilities detailed under each heading and you may be directed to concentrate on particular areas. Likewise, there is no guarantee that you will be given the opportunity to carry out all the activities listed however there is an expectation that academic staff will undertake a broad range of responsibilities across several of the areas outlined above.

With reasonable notice and support, the University can expect and require a member of staff at this level to undertake any of the activities detailed above. You will be expected to perform at this level within a reasonable period following promotion. Job descriptions are not exhaustive and you may be required to undertake other duties of a similar level and responsibility.